



DALAIR LIMITED

ENVIRONMENTAL MANUAL

In consideration of **BS EN ISO 14001:2004** Dalair Limited by way of this document seek to demonstrate our commitment towards the protection of the environment and describe how the company manage and maintain our environmental management system.

We have decided to take on the requirements of the standard to help us minimise the impact our business activities have on the environment. We hope by raising environmental awareness throughout the company and influencing those who work with us, we will create a positive effect upon the environment locally and on a global scale.

SCOPE

The Wednesbury based headquarters is the recognised centre for application, design, contracts and manufacture of air handling units for air conditioning and ventilation systems.

We as a company specialise in the design, manufacture, delivery, installation, service, maintenance and commissioning of Air Handling Equipment. Our products consists of the building of an acoustic housing that incorporates various items of pre-selected equipment, normally fans, motors and filters along with various types of heating, cooling and humidification equipment, that subject to effective control strategies, will enable the final product to deliver an air conditioned environment to the space being served.

Since its conception in the early 1980's the Company has developed the product in line with both the industry trends and the needs of our customers.

ENVIRONMENTAL POLICY

The head quarters of Dalair limited specialise in the application, design, manufacture, control of installation, commissioning and site service of air handling units for air conditioning and ventilation systems.

Top Management of Dalair Limited are committed towards an Environmental Policy that ensures continual improvement, for reducing the company's impact upon the environment and the prevention of pollution.

To achieve this commitment we will:

- Reduce the natural resources and energy used by improving efficiency, whilst consuming material goods in moderation.
- Manage waste generated from our business operations by the principles of reduction, re-use and recycling.
- Ensuring all waste and effluent is disposed of in a safe and responsible manner.
- Complying with environmental legislation, legal requirements and other requirements subscribed to by the company.

To secure these objectives we will:

- Monitor, measure and manage our consumption and use of natural resources and energy.
- Set and monitor key objectives and targets of our environmental performance on a regular basis. These shall be reviewed six monthly during management review.
- Work together with our customers and suppliers to encourage commitment towards improved environmental performance.
- Create, manage and review our legal requirements register and meet all other requirements.
- Review our environmental policy six monthly at management review.

All staff and shop floor operatives throughout the company are responsible for reducing our environmental impact. This is to be achieved by complying with above policy and following procedures / processes as stated within our company's environmental documentation.

The Directors of the company have given the Environmental Manager, full authority to carry out circulation of the Environmental Policy.

The Environmental Policy is communicated to all persons working for or on behalf of the company. The policy will be available in reception, upon department notice boards and circulated to all employees by attaching a copy to their pay slip. If amendments are made to the policy, they will be circulated to all accordingly. The policy is available to all external interested parties via our website www.dalair.co.uk or hard copies upon request.

This statement represents our position on environmental issues, and ensures our commitment to the environment through establishing, implementing and maintaining an environmental management system.

Signed:

Managing Director

Signed:

Managing Director

Signed:

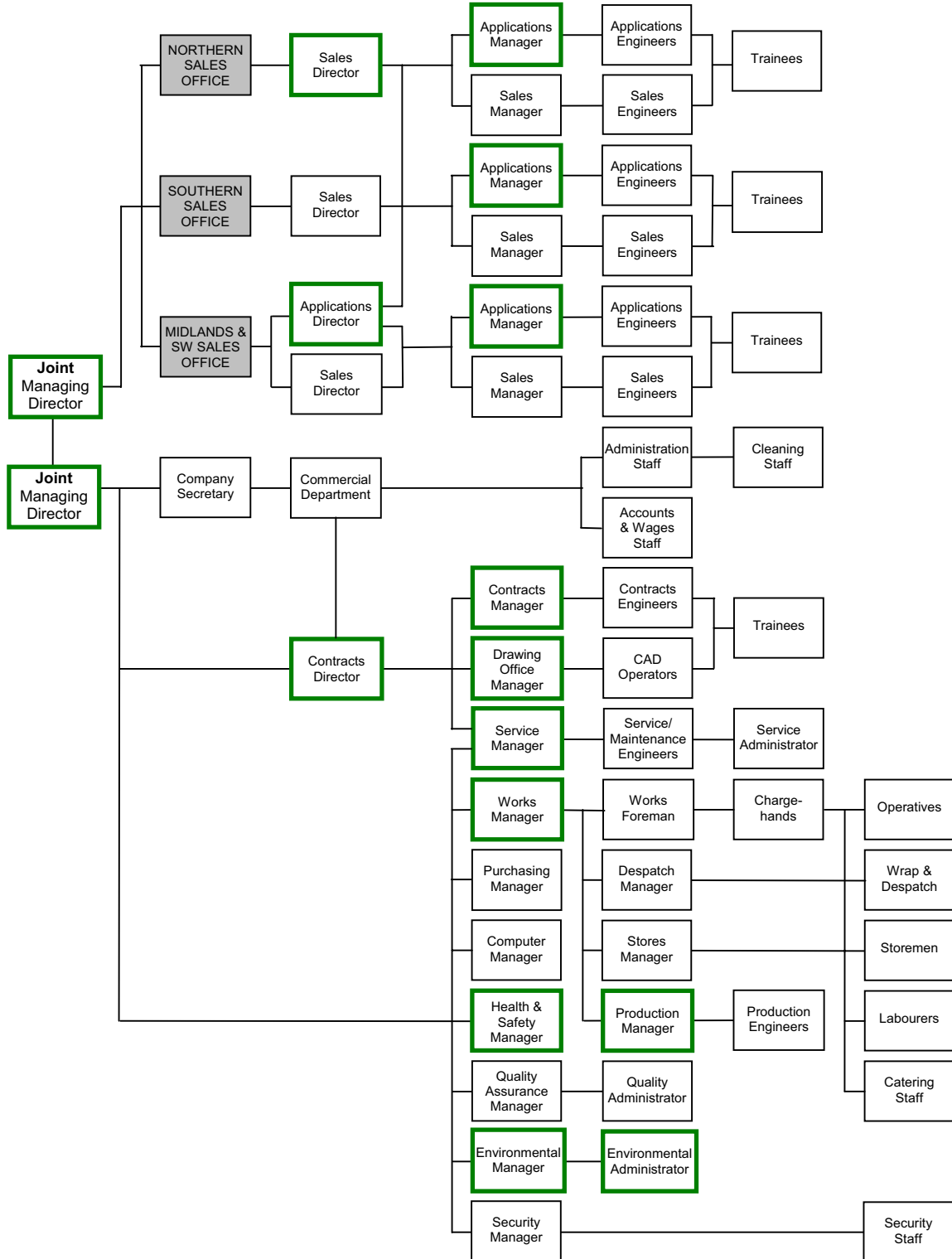
Environmental Manager

Date: 1.9.09

ORGANISATION CHART (Family Tree)



Environmental Team



Environmental Roles and Responsibilities

Joint Managing Directors: Top Management hold ultimate responsibility for the company's environmental management systems. They will ensure availability of resources to establish, implement, maintain and continually improve an environmental management system to BS EN ISO 14001:2004. They will lead the company to ensure objectives targets and programmes are achieved.

Applications / Contracts / Sales Directors: Company Directors roles are to lead their respective departments through the environmental management systems created by the environmental team. It is their responsibility to ensure procedure compliance and input / see through the company's objectives, targets and programmes.

Applications, Contracts, Drawing Office, Production Managers: Company Managers are to ensure compliance to procedure, collect monitor and measurement data and feed back into management review. They are also responsible for the company's objectives targets and programmes.

Works Manager: Is responsible for ensuring that shop floor staffs are fully aware of the environmental systems in place during the manufacturing processes and adherence is applied. He holds full responsibility for the control of all works activities impacting on the environment and is to feed back data into management review ultimately for the company's objectives targets and programmes.

Site / Service Manager: To manage the site / service team in accordance with the set environmental policy and procedures. Sub-contractors on site acting for or on behalf of the company are under his control.

Health & Safety Manager: He is responsible for ensuring compliance with environmental procedure during the manufacturing stages, and that health and safety issues are considered. Monitor and measurement data is under his control with feed back into management review. The Health and Safety Manager will monitor closely all emergency preparedness and response controls.

Environmental Manager: Has been given full responsibility to establish, document, implement, maintain and continually improve an environmental management system to BS EN ISO 14001:2004. He has the authority to amend environmental procedure and processes. Analysis of data shall be under his guidance, with review fed back to Top Management. He will lead the management systems in accordance with the company's objectives targets and programmes.

Environmental Administrator: To carry out all administration of the management systems under the guidance of the Environmental Manager. The administrator shall over see the collection and analysis of data relating back to the systems. He will also play a role in all third party approval audits.

Lead Auditors: The Environmental Manager, Environmental Administrator and Health & Safety Manager are defined as lead auditors of the systems. They will be qualified to a recognised standard and competent to carry out audits alone.

Auditors: All auditors shall receive in-house training given by lead auditors. When a level of competence has been achieved, they will be able to carry out audits under the supervision of lead auditors.

Staff & Shop Floor Operatives: All staff and operatives are responsible for carrying out their day-to-day activities in accordance with environmental management systems and procedures. They are under guidance from the Heads of Department and Environmental Team.

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